

**Wilstead Jubilee
Annual General Meeting
Tuesday 25th May 2021 8.00 pm**

Attendees:

David Lloyd, Eric Benton, Jackie Lloyd, Stan Shuter, Dave Riddle, Ian Jones, Tim Wren, Jim Struthers

Apologies: None

The Committee agreed last year's minutes and the Chair signed them

1: Chairman's Report

For the past year the Centre has been closed and unavailable for hire due to the COVID-19 pandemic. Apart from regular maintenance work carried out under the conditions set out by the Government.

The committee set in place a series of actions to ensure the safety of service personnel and others that would need to access the building, with safety notices, anti-bacterial cleansers and hand sanitisers. As well as the need for these steps the committee also set in motion activities that would ensure the property would remain safe, ready for when the facility became available for hire.

These steps included ensuring the water system was free from Legionella by invoking the risk assessment and ensuring the water was heated to an appropriate temperature (65 °C) and regular water flushing to stop stagnant water build-up. Other safety procedures have been followed with the fire appliances being tested along with the alarms. Electrical safety measures have been carried out including portable apparatus testing (PAT).

Work has been carried out to improve ventilation in the showers and changing rooms to help reduce the build-up of dampness in the air when in use.

We have been fortunate that Government, through the Local Authorities, have provided support for community halls and facilities. The Jubilee Centre has been in receipt of funding, which has enabled us to pay for the maintenance and service of the building, which we are grateful for in the absence of our regular supporters.

I have some optimism about the future as we have heard from some of our regular users who would, when the appropriate rules regulating the pandemic are dropped will be back, however I feel that the Jubilee room will need a coat of paint as the walls are heavily marked from the chairs.

Due to the pandemic we have had to release our Caretaker, who quite understood the reasons why. We will be getting a professional cleaning team in before we reopen to make sure the site is in a clean and sterile condition.

As with all local amenities we rely on the support of our local councils, both Borough and Parish as well as the volunteer committee and secretary. I would like to thank them all for their support over this past year and look forward to working with them over the next. A vote of thanks was given by attendees meeting to Jackie and David for their work throughout the year.

2: Treasurer's Report for the Year Ended 31st March 2021

With no income from bookings at all during the year we would have been severely affected financially by Covid 19 without help from Government funding. We continued to employ our caretaker for some months and were still receiving bills for gas heating and electricity plus repairs and maintenance (servicing of security and fire alarms, heating and emergency lighting).

Grants totalled £20,098 over the year and resulted in a surplus over expenditure of £14,174.

We are left with only one deposit for bookings and have paid back all others. This was the first year for us paying the Parish Council for water used and a reserve of £100 has been taken against further water usage, now that the PC has agreed the correct rates for water not returned to the sewers.

The year ended with a delivery of Calor gas so we shall carry forward a credit for approx. 500 litres into next year for gas not used.

Detailed accounts are shown at the end of the minutes.

Chair thanked treasurer for his efforts in keeping the centre financially viable

3: Booking Secretary Report

Obviously there is very little to report for the past year, as there have been no bookings. However in my other role as support to the Chair, I have organised a carpet and upholstery clean, arranging for the MUGA to be pressure cleaned, and for a commercial cleaning company to carry out a full clean to the site to bring it up to as good as condition as possible, ready for hiring.

4: Football Club Chairman's Report

It has been a year like no other with the pandemic causing a stop start scenario and incomplete football season's causing major issues throughout the football pyramid. However there does appear to be a light at the end of the tunnel and so we look forward to having as close as normal season starting late August this year

I would like to thank the Jubilee Centre committee for all their hard work in ensuring the changing rooms and the outside facilities are maintained and kept in such excellent condition. The humidity issue after showers should now be fixed with bigger extractor fans and they have secured the area

with CCTV and continue to support the football club whenever we have asked.

5: Election of Officers

There being no nominations or changes the Committee and Trustees remain the same for the forthcoming year.

Date of 2022 AGM meeting : Tuesday 24th May 2022 at 8.00.

Meeting closed 8.45 There was a brief committee meeting held after the AGM.

Wilstead Jubilee Centre
Income and Expenditure Account

	12 Months Ended 31 March 2021			12 Months Ended 31 March 2020	
	£	£		£	£
Income			Income		
Wilstead Football Club	688.89		Wilstead Football Club	2,173.61	
Centre Hire - Other	0.00		Centre Hire - Other	2,820.60	
MUGA Hire	0.00		MUGA Hire	150.00	
COVID 19 Grants	20,098.00				
Parish Council Retainer	250.00				
Total Income		21,036.89	Total Income		5,144.21
Expenditure			Expenditure		
Stationery & postage	0.00		Stationery & postage	20.89	
Repairs & maintenance	1,556.05		Repairs & maintenance	1,117.19	
Gas, Electricity & Water	2,461.73		Gas, Electricity & Water	2,493.11	
Cleaning	2,263.37		Cleaning	3,000.00	
Insurance	606.86		Insurance	805.39	
Sundry	-25.00		Sundry	70.76	
Total Expenditure		-6,863.01	Total Expenditure		-7,507.34
Surplus of income over expenditure		14,173.88	Surplus of income over expenditure		-2,363.12

	Mar-21		Mar-20
	£		£
Schedule of Assets & Liabilities		Schedule of Assets & Liabilities	
Bank	14,935.69	Bank	1,492.32
Cash	42.43	Cash	122.69
Prepaid Income WFC	0.00	Prepaid Income WFC	-688.89
Early Bookings	0.00	Early Bookings	-25.00
Deposits owed	-50.00	Prepaid Insurance	606.86
Uncleared Cheques + Liabilities	0.00	Deposits owed	-300.00
Not yet in account + debtors	0.00	Uncleared Cheques + Liabilities	-300.00
Value of gas left in tank = litres	500.00	Not yet in account + debtors	0.00
Accrual for gas/electricity/water	-100.00	Value of gas left in tank = litres	557 346.26
		Accrual for gas/electricity/water	-100.00
	15,328.12		1,154.24
Represented by		Represented by	
Reserves b/fwd 1 Apr	1,154.23	Reserves b/fwd 1 Apr	3,517.36
Reserves for period	14,173.88	Reserves for period	-2,363.12
Reserves c/fwd	15,328.12	Reserves c/fwd	1,154.23